

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PARKS MAINTENANCE SUPERVISOR  
CLASS CODE: 8879

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 08/31/2016  
DEPARTMENT: PUBLIC WORKS

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### JOB SUMMARY

Under general direction of the Division Manager-Parks & Trails, oversees and performs a wide variety of semi-skilled and skilled maintenance, construction, and repair work in order to clean and maintain Utah County parks and parkways. Functions as a first level supervisor to inmate workers and full time and temporary personnel.

### ESSENTIAL FUNCTIONS

Supervises and performs a variety of unskilled to journey-level maintenance, construction, and repair tasks.

Schedules work assignments and provides instructions, tools, and equipment as needed.

Conducts performance appraisals and assists with staffing decisions including hiring, disciplinary action, and retention of assigned personnel.

Participates as a member of the Division Management Team including informing and advising the team of project and maintenance status.

Assists in planning for the development of new county parks and the expansion of existing county parks.

Develops project plans and provides cost and labor estimates.

Makes budgetary recommendations for both capital and operational expenses.

Oversees the inspection of all Utah County owned parks and parkways for cleanliness, and safety and/or hazard problems.

Oversees parkway, park ground, and trail maintenance activities such as mowing and edging lawns, raking leaves and removing trash, clippings, trimmings, and other debris, trimming and cutting of large trees, cutting back brush from trails, and spraying for noxious weeds and undesirable vegetation.

Determines use of herbicides, pesticides, fertilizers, ice melt, and other ground and vegetation applications.

Oversees maintenance and repair of park sprinkler systems, pumps, and restroom plumbing.

Oversees the reservation process and preparation of facilities for scheduled events and activities.

Supervises and performs a variety of skilled construction and maintenance duties including constructing and anchoring items to pavilion concrete, building and repairing fences, benches etc., pouring concrete and patching and sealing asphalt.

Operates heavy equipment such as backhoes, loaders, and dump trucks.

Removes snow from county Parks, parking lots and parkways.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Considerable Knowledge of:**

Park maintenance operations and associated tools and equipment, sprinkler systems, and general types of vegetation.

### **Basic Knowledge of:**

Carpentry, electrical, and construction methods.

Supervisory techniques.

### **General Skill in:**

Reading, writing, and basic math.

### **Considerable Skill in:**

Using various hand tools and operating light equipment.

Operating heavy equipment such as backhoes, loaders, and dump trucks.

### **Ability to:**

Maintain cooperative relationships with those contacted in the course of work activities.

Supervise and evaluate the performance of assigned personnel.

Effectively train others in work processes and the safe use of light and heavy equipment.

Coordinate multiple activities simultaneously.

## **PHYSICAL DEMANDS**

### **Regularly:**

Walks, stands, or stoops; lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle; communicates via radios; distinguishes between shades of color.

### **Occasionally:**

Ascends or descends ladders, ramps, and poles etc.; lifts or otherwise moves objects weighing up to 100 pounds; walks, stands, or crouches on narrow, wet, or slippery surfaces.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

## **WORKING CONDITIONS**

Work is typically performed for sustained periods outdoors and regularly in hot, cold, or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to fumes, noxious odors, dusts, mists, hazardous chemicals, animal fecal material, human bodily fluids and other bio-hazards. Work exposes incumbent to noise, vibration, and possible bodily injury from moving mechanical parts of equipment, tools, and machinery.

## **EDUCATION AND EXPERIENCE**

Eight (8) years of work experience related to outdoor facilities and/or grounds and vegetation management that included operation of light and heavy equipment, and skilled maintenance, construction, and repair work.

Completed, related degrees may be substituted for up to four years of work experience.

Preference may be given to applicants with lead or supervisory experience.

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## **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent may be required to obtain a State of Utah Class B Commercial Driver's License.

Applicants must possess State of Utah certification as a Pesticide Applicator.

Applicant must obtain Forklift Operator certification during the Probationary Period for new employees or during the Trial Period for County employees promoted into this classification.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.